

**STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES
VOCATIONAL REHABILITATION ASSISTANT COUNSELOR**

These positions are 100% federally funded

OPEN TO: Current State Employees and the Public

POSITION: Vocational Rehabilitation Assistant Counselor
Bargaining Unit, P3-B (35Hrs)

Job Posting No: BRSVRC - 2014

SALARY RANGE: EB-21, \$50,696.00 - \$64,469.00

LOCATION: Bureau of Rehabilitation Services
Locations Statewide

CLOSING DATE: May 9, 2014

The Department of Rehabilitation Services, Bureau of Rehabilitation Services, is presently accepting applications on a continuous recruitment basis to fill current and future Vocational Rehabilitation Assistant Counselor positions. In the Bureau of Rehabilitation Services, counselors are responsible to perform, under close supervision of a professional, rehabilitation services to individuals with disabilities presenting moderately difficult rehabilitation problems.

Selected candidates are expected to possess excellent computer and telephone communication skills; excellent organizational skills, exceptional time management skills, excellent written and verbal communication skills, as well as good attention to detail. The ability to use sound reasoning and critical thinking to make decisions is also essential. Experience using a case management system is preferable.

Eligibility Requirements: A Master's degree from an accredited college with a major course of study in rehabilitation counseling, psychology, education, vocational guidance, or a related behavioral or social science program. **Preference will be given to those with a Master's degree in Vocational Rehabilitation.**

Note: The Department requires that candidates for Bureau of Rehabilitation Services Vocational Rehabilitation Assistant Counselor positions have the educational qualifications for rehabilitation counselor that meet the most current national standard for Certified Rehabilitation Counselor (CRC) as specified by the Commission on Rehabilitation Counselor Certification (CRCC) website: http://www.crccertification.com/pages/eligibility_requirements/69.php. This criteria must be completed within (3) three years from date of hire.

RESPONSIBILITIES:

Provides professional rehabilitation planning for services to individuals with disabilities presenting difficult vocational adjustment and rehabilitation problems; actively locates, investigates and interviews individuals with disabilities to explain functions; services and eligibility requirements of the agency; counsels individuals and assists in planning, selecting, preparing for and achieving a vocational adjustment, obtain significant information from the individual and necessary information from school, employers, and other public and private agencies and medical facilities; arranges for services within the agency or other community agencies; may administer psychological tests; furnishes consultative services to community agencies;

Knowledge, Skill and Ability: Knowledge of principles and techniques of interviewing and occupational testing; knowledge of job analysis and ability to identify and interpret labor market trends; ability to determine and utilize appropriate job placement techniques; knowledge of the kinds of community resources available to help rehabilitate and improve the employability of disabled persons; ability to gather, analyze, evaluate and record information pertinent to the rehabilitation of an individual; ability to establish and maintain an effective counseling relationship with individuals.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12), a copy of their college transcript and three reference letters from individuals they have worked for or their three most recent performance evaluations. **(Note: Original transcripts will be required upon offer of employment.)**. Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, no fax, emailed or hand-delivered copies will be accepted.** Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street, Human Resources, 6th Floor
Hartford, CT. 06106

CLOSING DATES: Applications must be postmarked by May 9, 2014. **Note:** Applications will remain active for one year from receipt.

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:
[www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.